VIRGINIA DEPARTMENT OF EDUCATION

OFFICE OF INFORMATION TECHNOLOGY

REPORT OF DROPOUTS DATA COLLECTION

2001-2002 SCHOOL YEAR

Report of Dropouts
2001-2002 School Year

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SCHEDULE OF EVENTS

Date	Event
8/23/02	Division Superintendents notified of Report of Dropouts being available on the Web
10/21/02	Report of Dropouts due to Department of Education
10/28/02	Late calls to division superintendents for reports not received as of 10/25/01
11/15/02	Final date for verification of data (verification sign-off form) on dropouts reports from division superintendents
12/2/02	Dropout data available for distribution

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INSTRUCTIONS FOR COMPLETING THE REPORT OF DROPOUTS
2001-2002 School Year including Summer 2001

Who Must File a Dropout Report?

The Report of Dropouts is to be completed for each school that had membership in any grades 7 through 12.

Beginning with the September 30, 2001, fall membership reporting, school divisions were required to report all students with disabilities and students in alternative education programs by grade level. (Refer to Admin. Supts. Memo No. XX dated September 8, 2001). Dropouts should also be reported at the appropriate grade level. Report only dropouts who have not successfully completed the Literacy Testing Program (LTP) as ungraded (UG).

How Do We Submit the Report?

The electronic dropout file should be submitted through the Web Based File Submission process and should include all schools in one file. The file should be saved as DROPXXX0001.TXT (where XXX is the three-digit number shown for your school division in the drop-down list on the contact sheet).

What Is the Definition of a Dropout?

A *dropout* is an individual who:
1. Was enrolled in school at some time during the previous school year and was not enrolled on October 1 of the current school year, or
2. Was not enrolled on October 1 of the previous school year although expected to be in membership; and
3. Has not graduated from high school or completed a state- or district-approved educational program; and
4. Does not meet any of the following exclusionary conditions:
    a. Transfer to another public school district, private school, or state- or district-approved education program;
    b. Temporary school-recognized absence due to suspension or illness;
    c. Death.

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How Do We Determine if a Student Should Be Counted as a Dropout?

The dropout count is the number of students who leave school during a calendar year. A student who was enrolled in school at some time during the 2001-2002 school year, has not graduated or completed an educational program, does not meet the exclusionary conditions, and is not enrolled by October 1, 2002, is counted as a 2001-2002 dropout. For the 2001-2002 Report of Dropouts, a student who completed the 1999-2001 school year but failed to enroll in school on or before October 1, 2001, is counted as a 2001-2002 dropout from the school and in the grade that the student failed to report in 2001-2002. **The 1999-2000 Report of Dropouts was the last year that summer dropouts were reported as dropouts for the previous school year. The summer dropouts reported on the 1999-2000 Report of Dropouts must be reported on the 2001-2002 Report of Dropouts in the school and grade that they failed to report in fall 2001.** To identify students who dropped out between the last day of the 1999-2000 school year and October 1, 2000, it may be helpful to refer to the principal's report to the division superintendent of children not enrolled in school (see Sections 22.1-260 A. and 22.1-261, Code of Virginia).

> **"§ 22.1-260. Report of children enrolled and not enrolled.** A. Within ten days after the opening of the school, each public school principal shall report to the division superintendent;
> 1. The name, age and grade of each pupil enrolled in the school, and the name and address of the pupil's parent or guardian; and
> 2. To the best of the principals' information, the name of each child subject to the provisions of this article who is not enrolled in school with the name and address of the child's parent or guardian."

> **"§ 22.1-261. Division superintendent to make list of children not enrolled; duties of attendance officer.** The division superintendent shall check the reports submitted pursuant to § 22.1-260 with the last school census and with reports from the State Registrar of Vital Records and Health Statistics. From these reports and from any other reliable source the division superintendent shall, within five days after receiving all reports submitted pursuant to § 22.1-260, make a list of the names of children who are not enrolled in any school and who are not exempt from school attendance. It shall be the duty of the attendance officer to investigate all cases of non-enrollment and, when no valid reason is found therefor, to notify the parent, guardian or other person having control of the child to require the attendance of such child at the school within three days from the date of such notice."

Other Guidelines for Reporting Dropouts

1. A student who missed much of the 2001-2002 school year but who is in membership on October 1, 2002, is not considered a dropout. If this student is not in membership on October 1, 2002, but returns to school after October 1, 2002, that student is a dropout for 2001-2002.

Example 1: Johnny was withdrawn from school on May 1, 2002, because he had been absent for 15 days. He has not met the graduation requirements, and he did not transfer to another school. He does not return to school until October 5, 2002, so he would be counted as a 2001-2002 dropout.

Example 2: Susie did not return to school after spring break, and she did not transfer to another school. However, she did re-enroll in school on September 5, 2002. Since she re-enrolled in school prior to October 1, 2002, she is not counted as a dropout.

2. "Summer dropouts" are students who were not dropouts at the close of the previous school year (1999-2000) but who failed to enroll by October 1, 2000. Summer dropouts are reported as dropouts for the grade and school year for which they failed to report.

   Example 1: James completes grade 6 in Northwest Middle School in 1999-2000, but he does not enroll in grade 7 by October 1, 2000. He should be reported on the 2000-2001 Report of Dropouts as a grade 7 dropout from Northwest Middle School.

   Example 2: Brian completed grade 8 in Hometown Middle School in 1999-2000, but he did not enroll in grade 9 in Sunnyside High School by October 1, 2000. He should be reported as a grade 9 dropout in Sunnyside High School on the 2000-2001 Report of Dropouts.

3. Students who enroll in adult education programs are counted as dropouts **unless the elementary/secondary school remains responsible for the student.** The guideline ensures that students who do not complete a program but for whom the district no longer takes responsibility are counted as dropouts.

   a. This means that a student who enrolls in a school-operated program for at-risk students **is not a dropout**, even if the program is preparing the student to take the GED examination. Transfer to an alternative education setting, if it is part of the elementary/secondary education system, is not considered dropping out. Students enrolled in elementary/secondary education in prisons, hospitals, or other nontraditional locations are not dropouts if the program is part of the elementary/secondary education system.

   b. A student who leaves an elementary/secondary school and enrolls in adult education **is a dropout**. Students who dropped out during the 2001-2002 school year but who have obtained a completion credential, such as a GED-based diploma or certificate of completion, by October 1, 2002, are not reported as dropouts.

   c. Students who transfer to an adult GED program are dropouts unless the students are of *school age* and the school district tracks the students and reports them as dropouts should they leave the adult GED program or not complete their GED requirements.

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"'Person of school age' means a person who will have reached his fifth birthday on or before September 30 of the school year and who has not reached twenty years of age on or before August first of the school year" (Section 22.1-1, Code of Virginia). "'Handicapped children' means those persons (i) who are aged two to twenty-one, inclusive …" (Section 22.1-213, Code of Virginia).

Example 1: Jim, whose date of birth is July 3, 1981, was transferred to the adult GED program as a part of the dropout prevention program he was enrolled in during 2001-2002. If Jim has completed the GED requirements on or before October 1, 2002, he is not counted as a dropout. However, if Jim has not completed the GED requirements by October 1, 2002, he would be counted as a dropout on the 2001-2002 Report of Dropouts because he is overage.

Example 2: Jane, whose date of birth is December 12, 1981, was transferred to the adult GED program on April 3, 2002, as a part of an alternative program. She has not completed the GED requirements by October 1, 2002, but she is continuing in the GED preparation through the alternative program. She is not counted as a dropout in 2001-2002.

4. An early college admissions student, one who transfers to a post-secondary program leading to a baccalaureate or associate's degree, is not a dropout.

5. Students who fail to meet some graduation requirements, and who leave school without a diploma or other credential, are dropouts even if they have completed the 12th grade.

6. Students who leave the United States are not considered to be dropouts even if the school district cannot document the student's subsequent enrollment in school.

7. Students who drop out multiple times in a school year are reported only once for a single year. However, students who drop out in more than one year are reported as dropouts for each year in which they are not in membership on October 1.

8. Report underage student dropouts leaving school when they are still too young to do so legally. All dropouts in grades 7-12 should be reported.

How Is the Dropout Rate Calculated?

Beginning with the 2001-2002 dropout reporting, the dropout rate will be calculated as the number of dropouts for a given school year divided by membership on September 30th of that school year.

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INSTRUCTIONS FOR DROPOUT EXCEL SPREADSHEET

Downloading the Dropout Excel File

The dropout Excel spreadsheet can be downloaded from the Virginia Department of Education's web site at http://www.pen.k12.va.us by selecting "Reports" and then selecting "Collection of Report of Dropouts 2001-2002." The complete address for accessing the dropout spreadsheet is http://www.pen.k12.va.us/VDOE/Publications/dropouts/datacoll/coll.htm**.**

Figure 1. DOE Web Site

Figure 2. DOE Reports

Note: These instructions have been developed using Excel 97; some messages may be displayed slightly different if you are using a different version.
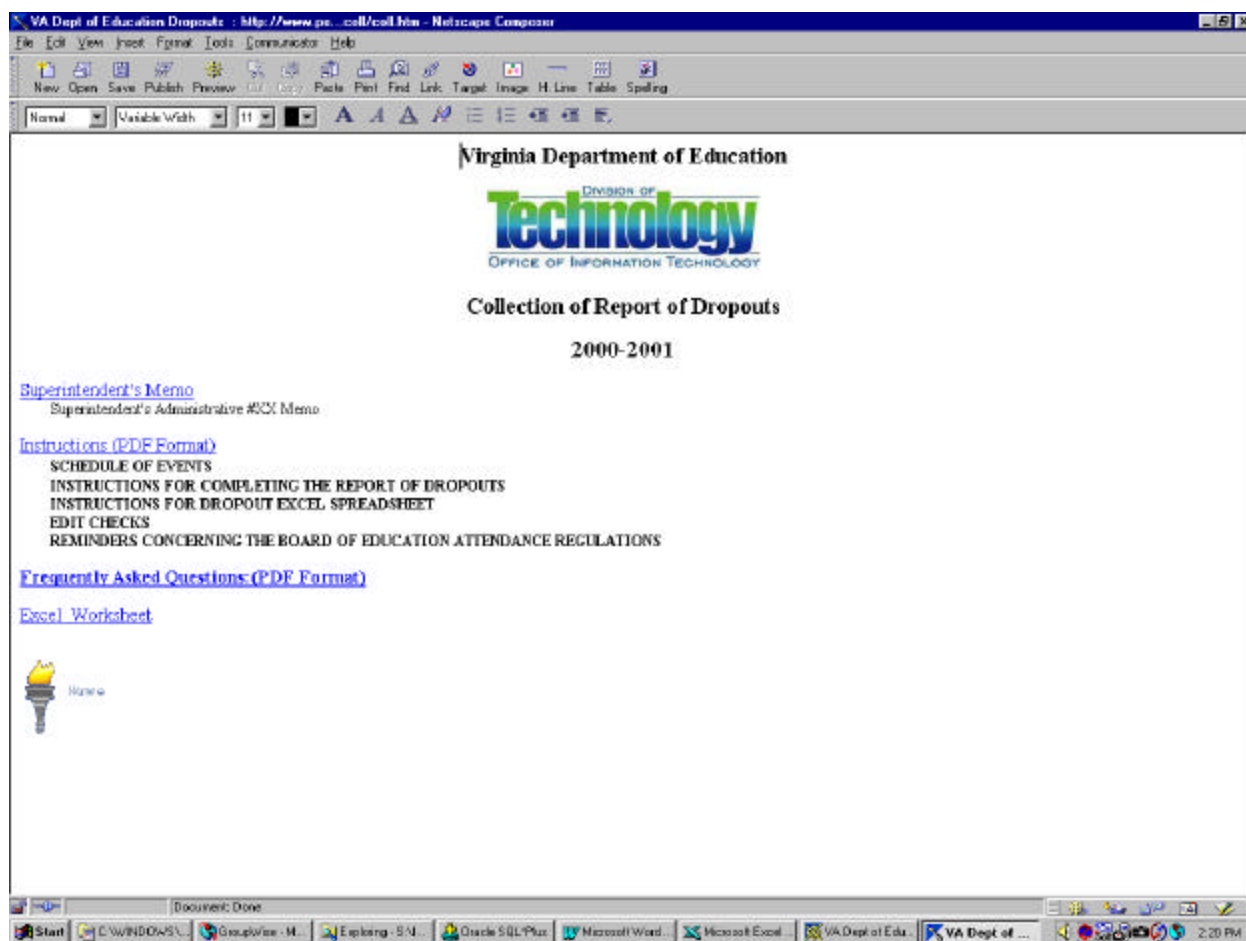
Figure 3. Report of Dropouts Menu

When you click on **Excel Worksheet** (using Netscape as your browser), you will get a message notifying you that you have chosen to download a file (Figure 4). Choose the option that allows you to save the file. In the **Save As** dialog box choose the directory and subdirectory (folder) where you want the dropout Excel file saved on your computer. Then click on the **Save** button to save the file to your computer. Close the web browser. **NOTE**: If you are using Internet Explorer and the Excel Worksheet opens immediately when you click on it without providing a save option, you should go back to the web site and click on **Excel Worksheet** with the **right mouse button**. You will get a menu from which you should choose to **Save Target As** (Figure 5), and then you will get the dialog box that allows you to save the dropout file.
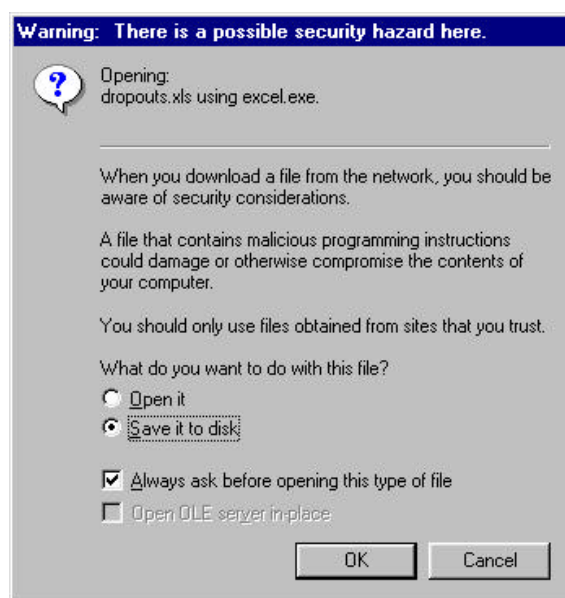
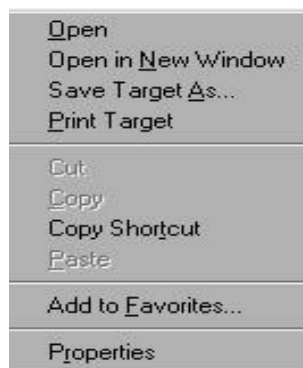**Figure 4. Saving File**

Figure 5. Save Target As

Opening the Dropout Spreadsheet

Open the Excel application. Open the dropout spreadsheet file (DROPOUT.XLS) that you downloaded from the web site. Since this file contains macros to design the spreadsheet specific to your school division, you will need to choose to Enable Macros if you get any warning about the macros.

The dropout spreadsheet will open to the contact worksheet. When the file opens, make sure you are on the contact sheet as noted by the highlighted tab at the bottom of the worksheet. An example of the contact worksheet is illustrated on the next page of this document.

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Contact Sheet

      The contact worksheet must include information for <u>the contact person in the **central office**</u> <u>who can answer questions regarding the data submitted for all schools in your division</u>.   Please do not submit a separate contact sheet for each school.

      Specific contact data are required as indicated in the listing below. Please provide all information that is available for the contact person.

      Title - Mr., Mrs. (optional)
      First Name - Enter your First name (**required**)
      Middle Name - Enter your middle name or middle initial (optional)
      Last Name - Enter your last name (**required**)
      Name Suffix - i.e. Jr., Sr. (optional)
      Position Title - the title of your position (optional)
      Phone Number - Include your area code and seven-digit number (required) **PLEASE DO NOT INCLUDE SPACES, DASHES OR ANY OTHER PUNCTUATION IN THE PHONE NUMBER--ONLY 10 NUMBERS.**
      Fax Number - Include your area code and seven-digit number (required) **PLEASE DO NOT INCLUDE SPACES, DASHES OR ANY OTHER PUNCTUATION IN THE PHONE NUMBER--ONLY 10 NUMBERS.**
      E-mail address - Enter your e-mail address (optional)
      Mailing Address (1) - Enter the first line of your address if incorrect or blank
      Mailing Address (2) - Enter second line if necessary
      Mailing City - Enter City if incorrect or blank
      Zip Code - Enter zip

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Figure 6. Contact Sheet

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Customizing the Worksheet for Your School Division

Just above the contact data is a drop-down list that includes the name and number of all school divisions that are required to report dropouts. Click on the down arrow and scroll down the listing to locate the name and number for your school division. When you locate your school division name, click on it to highlight it.

After you have selected your division name and number, you will see a message box asking if this is the correct division. If the school division in the message box is correct, click on the **Yes** button. If the school division listed in the message box is not the correct school division name, then click on the **No** button. Return to the drop-down listing of school divisions, and repeat the selection process.
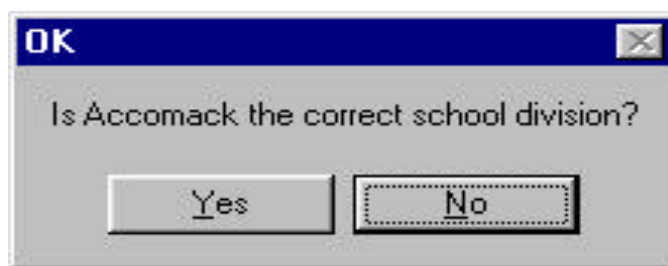

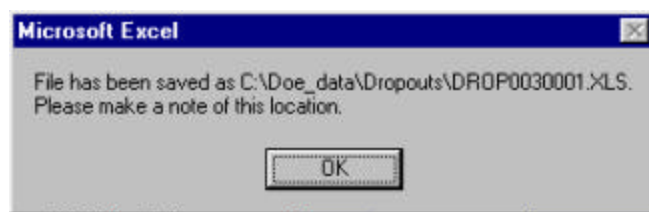**Figure 7. Verification of School Division Name**

Figure 8. Saving File

When you click on **Yes** to verify that the school division you selected is the correct one; another dialog box will pop up to let you know where the file is being saved. Please note that the file is saved to the **DOE_DATA** subdirectory (folder) with the name **DROPxxx0001.XLS** where xxx is your three-digit school division number. Click on **OK** to save the file and begin customizing the workbook for your school division.

School Dropout Report Worksheets

The Excel spreadsheet is designed to create a worksheet for each of your schools that has grade seven or higher (according to our records). Return all worksheets, even if the school had zero dropouts**. Before you begin keying in any information, check to ensure that a separate**

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worksheet has been created for each of your schools that had grade 7 or higher in the 2001-2002 school year.

Figure 9. School Dropout Report Worksheet

Complete the dropout information for each school according to the instructions for each section. When you have completed entering data for a school, click on the next school sheet and continue entering data for all schools.

Count of Dropouts by Racial/Ethnic Category, Grade and Gender

In this section you will report the 2001-02 school year and summer 2001 dropouts by racial/ethnic category, by gender and grade level.

The definitions of the racial/ethnic categories are provided below:

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- ➤ <u>American Indian or Alaska Native</u> - A person having origins (ancestry) in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

- ➤ <u>Asian or Pacific Islander</u> - A person having origins (ancestry) in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or the Indian subcontinent. Included, for example, are peoples of China, Japan, Korea, the Philippine Islands, Samoa, and India.

- ➤ <u>Black, not of Hispanic Origin</u> - A person having origins (ancestry) in any of the black racial groups of Africa.

- ➤ <u>Hispanic</u> - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin (ancestry), regardless of race.

- ➤ <u>White, not of Hispanic Origin</u> - A person having origins (ancestry) in any of the original peoples of Europe, North Africa, or the Middle East.

<u>Count of Dropouts by Reason, Grade and Gender</u>

Report dropouts by grade, gender and **primary** reason for dropping out of school using the definitions provided below. Individual students should be reported as a dropout only once.

- ➤ <u>Achievement</u> problems (low achievement, low motivation, low interest, etc.)

- ➤ <u>Behavioral</u> difficulties (suspension or expulsion, incarceration, runaway, truancy, poor relationships with peers or adults, etc.)

- ➤ <u>Health</u> problems (physical or mental illness, injury, substance abuse, etc.)

- ➤ <u>Family</u> (pregnancy, parenthood, marriage, needed at home, etc.)

- ➤ <u>Financial</u> hardship (extreme poverty, working to support self or family, etc.)

- ➤ <u>Employed</u> (took a job, joined armed forces, entered Job Corps or similar program, etc.)

- ➤ <u>Moved</u> (no longer resides in the area <u>and</u> current status is unknown after appropriate investigation by the attendance officer.)

Additional Information

- The relationship between these two sections of the report is such that each column total in **Total Dropouts by Race/Ethnicity** MUST EQUAL the corresponding column total in **Total Dropouts by Reason**.

- In item 3, report the breakdown of dropouts as appropriate for each of the two questions.

- In item 4, report dropouts from the prior reporting year whom return any time during the current reporting year.

PROCESSING THE WORKBOOK

When you have finished entering data for all schools in your division, return to the Contact Sheet to process the workbook. Click on the **Process** button located opposite the contact information. Processing includes functions to check for errors and to write out an ASCII file once all errors have been corrected.

Macros have been incorporated into the spreadsheet to edit cells that must contain numeric data. To edit totals/cells that must be equal or within specific ranges of other totals/cells as noted below. If any errors are found, an **Errors** worksheet is created (Figure 10). This worksheet will include a listing of the errors found, including the name of the worksheet where the error was found, the cell location, and a message to assist you in identifying the error. Review the errors and make corrections as indicated and then go back and process the workbook again.

Once you ha[...] [...]" button again. If you have no errors, a win[...] [...]SSION" or "ACTUAL" (Figure [...])
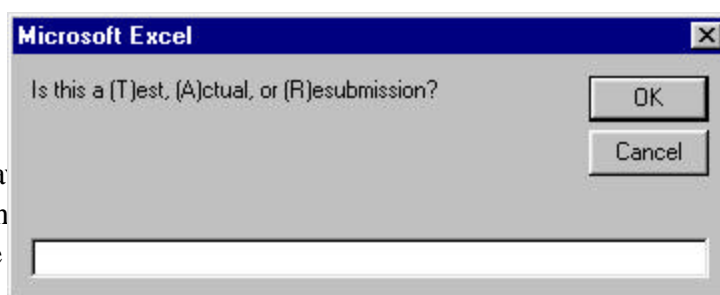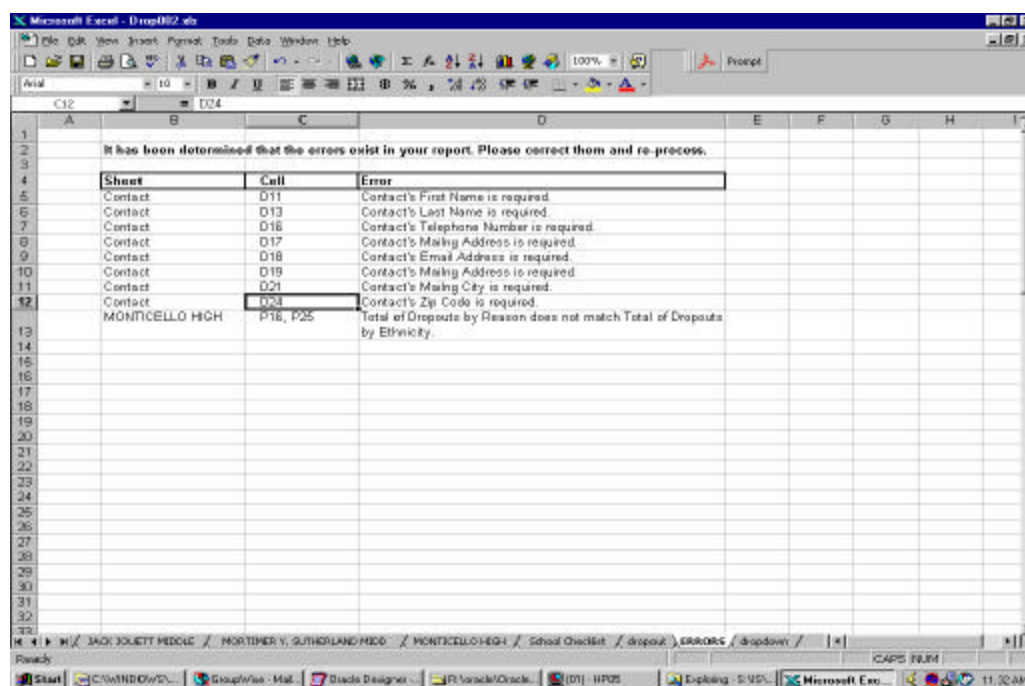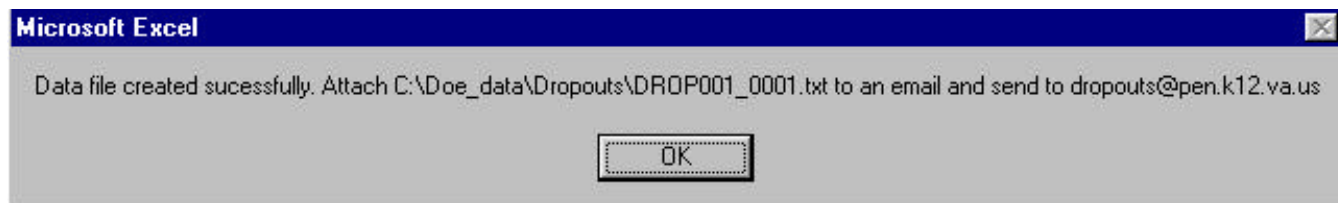

Figure 11. Test, Actual, or Resubmission Box

Another window will then appear indicating that an ASCII text file has been created that will need to be sent to us (Figure 12).

Figure 12. Data File (ASCII) Created

SUBMITTING THE DROPOUT REPORT

```
Microsoft Excel                                                    ☒

Data file created sucessfully. Attach C:\Doe_data\Dropouts\DROP001_0001.txt to an email and send to dropouts@pen.k12.va.us

                        ┌─────────────┐
                        │     OK      │
                        └─────────────┘
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SUMMARY OF PROCEDURES AND HELPFUL HINTS

1. **REPORTS ARE DUE IN RICHMOND ON October 15, 2002**

   It is important that we adhere to this due date. Dropout data are needed by Department of
   Education staff and members of the Virginia General Assembly to plan and develop budgets and
   programs before the start of the legislative session in January. Dropout statistics will be reported on
   the School Performance Report Card in October 2002. The Department's short processing period
   for this report also coincides with the Thanksgiving holidays. We must receive, enter, edit, and
   verify dropout data before the start of the winter holidays. We expect to be able to publish these
   statistics in December. We sincerely appreciate your submitting the dropout report in advance of
   the due date if possible.

2. **WHO MUST REPORT?**

   The Report of Dropouts, 2001-01 School Year and Summer 2001, must be completed for each of
   your schools that had membership in any of grades seven through twelve. The form should not be
   completed for Vocational/Technical, Special Education, or Alternative Education centers that
   provide specialized instruction or training of students officially enrolled at other schools.

3. **SHOULD SCHOOLS SUBMIT THEIR REPORTS DIRECTLY TO THE
   DEPARTMENT?**

Schools should not submit their reports directly. Please submit all school level sheets within one Excel workbook or ASCII file to the Department of Education. Review the report for completeness and accuracy prior to submission, and maintain a copy of the school division's dropout report in the office of the contact person. Following these steps should significantly reduce the number of errors that are encountered, and speed the resolution of those that are discovered

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ASCII FILE STRUCTURE FOR DROPOUTS (00-01)

"A" Record				
(Header Record)				
Position		Field		
First	Last	Length	Field Name	Contents
1	1	1	Record Type	Constant = A
2	2	1	Report Type	T= Test, R= Resubmit, A= Actual
3	10	8	Data Collection Name	Uppercase; constant = "DROPOUTS"
11	14	4	Beginning School Year	Four-digit year for beginning of school
15	17	3	Division Number	Leading zeroes must be included, i.e. 005
18	37	20	Division Name	Uppercase, i.e. ACCOMACK COUNTY
38	57	20	Division Contact Last Name	Last name of division contact for Dropout report
58	77	20	Division Contact First Name	First name of division contact for Dropout report
78	97	20	Division Contact Middle Name	Middle name of division contact for Dropout report
98	102	5	Division Contact Name Suffix	Name suffix, i.e. Jr., Sr., III
103	107	5	Division Contact Name Title	Name title, i.e. Dr. Mr. Ms.
108	157	50	Division Contact Position Title	Position title, i.e. Director, Coordinator, etc.
158	167	10	Division Contact Phone Number	Area code plus 7-digit number, i.e. 8042252099
168	177	10	Division Contact Fax Number	Area code plus 7-digit number, i.e. 8042252099
178	217	40	Division Contact E-mail Address	E-mail address of division contact for Dropout report, i.e. jchristo@mail.vak12ed.edu
218	247	30	Mailing Address (1)	First line of address
248	277	30	Mailing Address (2)	Second Line if there is one
278	302	25	City	City, County or Town
303	304	2	State	VA
305	309	5	Zip Code (1)	First 5 numbers of the Zip Code
310	313	4	Zip Code (2)	Second 4 numbers of Zip Code if available

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"B" Record				
Dropouts by Grade, Gender and Ethnicity				
Position		**Field**		
First	**Last**	**Length**	**Field Name**	**Contents**
1	1	1	Record Type	Constant = B
2	5	4	School Number	Leading zeroes must be included, i.e. 0080
6	7	2	Grade Level	2 character Code, e.g. "07", "12", "UG"
8	8	1	Gender	M = Male F = Female
9	10	2	Ethnicity	See Ethnicity Codes Table below
11	14	4	Count	Leading zeroes must be included, i.e. 0050

Ethnicity Codes	
01	American Indian/Alaska Native
02	Asian/Pacific Islander
03	Black/Not of Hispanic Origin
04	Hispanic
05	White

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"C" Record				
Dropouts by Grade, Gender and Reason				
Position		Field		
First	Last	Length	Field Name	Contents
1	1	1	Record Type	Constant = "C"
2	5	4	School Number	
6	7	2	Grade Level	Leading zeroes must be included, i.e. 0080
8	8	1	Gender	M = Male F = Female
9	10	4	Reason	See Reason Codes below
11	14	4	Count	Leading zeroes must be included, i.e. 0050

Reason Codes	
10	Achievement
20	Behavior
30	Health
40	Family
50	Financial
60	Employment
70	Moved

"D" Record				
Other Counts				
Position		Field		
First	Last	Length	Field Name	Details
1	1	1	Record Type	Constant = D
2	5	4	School Number	Leading zeroes must be included, i.e. 080
6	9	4	3a Count	Leading zeroes must be included, i.e. 0050
10	13	4	3bCount	Leading zeroes must be included, i.e. 0050
14	17	4	4 Count	Leave blank, no longer collected
18	21	4	5 Count	Leading zeroes must be included, I.e. 0123

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Other Codes	
3a	Enrolled in Special Education programs
3b	Finished a vocational program
5	Counted as dropouts during previous school year but returned in the school year after being counted (including summer school)

"Z" Record				
Trailer Record				
Position	**Position**	**Field**		
First	**Last**	**Length**	**Field Name**	**Details**
1	5	5	Record Type	Constant = ZZZZZ